LeCours, Catherine

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Sent:	Monday, January 29, 2007 9:07 AM
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Subject:	EPA Comments on TAPE Chapter 7

Follow Up Flag:	Follow up
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Attachments: EPA Comments on TAPE Chapter 7.doc

EPA Comments on
TAPE Chapter 7...

Catherine:

I worked a bit more on this over the weekend so please disregard the figure I sent you on Friday afternoon.

I am still a bit nervous about the tool that I refer to as the "eForm Transaction Software". This is what CDM's field crew calls their LibbyHH (hand held) and LibbyVCS (Volpe Central Server) software. I will get better details from CDM this week about how it works so stay in touch. If they cannot adapt the tool for Troy, I propose you go back to something like what Deb presented last week.

I took the time to explain some key concepts and proposed a way forward.
What do you think? Paul has been briefed and he gave EPA's approval to the approach.

Stay well, Marty

(See attached file: EPA Comments on TAPE Chapter 7.doc)

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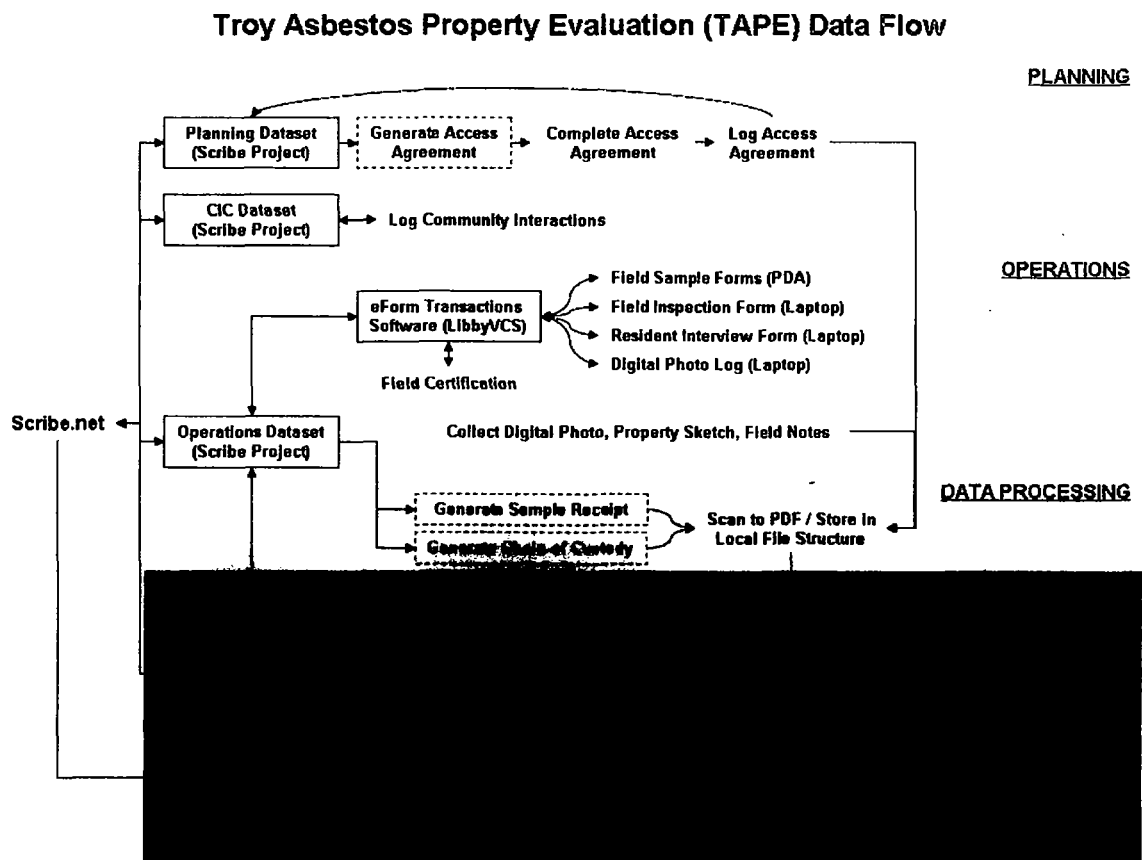
Recommended Changes to Chapter 7 of the
Troy Asbestos Property Evaluation (TAPE) Plan

Prepared by: Martin McComb, EPA R8
Presented to: Catherine LeCours, MT DEQ

January 28, 2007

I. Discussion

The Environmental Protection Agency (EPA) recommends that the following data management processes be implemented at Troy beginning May 1, 2007:

Troy Asbestos Property Evaluation (TAPE) Data Flow

PLANNING

Planning Dataset (Scribe Project) · Generate Access Agreement · Complete Access Agreement · Log Access Agreement

CIC Dataset (Scribe Project) ·◄► Log Community Interactions

OPERATIONS

eForm Transactions Software (LibbyVCS) — Field Sample Forms (PDA) / Field Inspection Form (Laptop) / Resident Interview Form (Laptop) / Digital Photo Log (Laptop)

Field Certification

Scribe.net ◄

Operations Dataset (Scribe Project)

Collect Digital Photo, Property Sketch, Field Notes

DATA PROCESSING

Generate Sample Receipt

Generate Chain-of-Custody

Scan to PDF / Store in Local File Structure

Four separate Project datasets should be created in Scribe and used to track different business processes at Troy:

- The Planning Project dataset should manage property information and track the status of access agreements. This dataset should be the source of all property identification codes (PropertyIDs) used in the Community Involvement and Operations datasets.

- The Community Involvement Project dataset should log and track community interactions at the Troy Community Involvement Center (CIC). This dataset should be linked to the Planning dataset using a property identification code (PropertyID) as a foreign key.

- The Operations Project should be used to manage all data collected by the Troy field teams. These field teams should collect all data electronically using either PDA/GPS units or laptop computers

(depending on the data type). The eForms transaction software developed by CDM for the Libby per-design process should be modified and used at Troy to manage the TAPE data entry forms, pre-populate forms on a daily basis, and move data from the field data collection units to the Operations Project in Scribe. The Operations Project should also be used to produce sample receipts for property owners, generate chains of custody, and manage data generated by on-site sample preparation activities. The Operations dataset should be the source of all sample identification codes (SampleIDs) used in the Analytical datasets. The Operations dataset should also be linked to the Planning dataset using a property identification code (PropertyID) as a foreign key. NOTE: Completed Access Agreements, Property Sketches, and Field Notes should be scanned to PDF and these files, along with all the digital photos collected in the field, should be managed using a local file structure.

- The Analytical Project should be used to manage all data generated by laboratories during the analytical process. Laboratories should submit standard EPA Electronic Data Deliverables (EDDs) and these EDDs should be loaded to the Analytical Project in Scribe. The Analytical dataset should be linked to the Operations dataset using both a sample identification code (SampleID) and a sampling location identification code (LocationID) as foreign keys.

Each of these 4 Project datasets should be published to Scribe.net at the end of each day. Scribe.net subscriptions should be established to both update foreign key changes within individual Project datasets and combine all 4 Projects into one overall TAPE dataset in Scribe. This combined dataset should be used to support custom queries and generate public mailings.

Data in the overall TAPE dataset and all imagery files stored locally should be consistently transferred and/or updated in EPA's various reporting databases.

II. Recommended Activities

Item	Responsible Party	Due Date
1. Finalize field forms and establish CIC data management requirements.	MT-DEQ	02/09/2007
2. Propose local file storage structure for PDFs and digital photos.	MT-DEQ	02/09/2007
3. Propose Data Standards.	MT-DEQ	02/16/2007
4. Approve Data Standards.	EPA	02/23/2007
5. Establish Quality Assurance Protocols.	EPA/MT-DEQ	03/02/2007
6. Propose Data Management SOP.	MT-DEQ	03/09/2007
7. Propose Sample Preparation and Sample Shipment SOP.	EPA	03/09/2007
8. Approve Data Management SOP.	EPA	03/16/2007
9. Approve Sample Preparation and Sample Shipment SOP.	MT-DEQ	03/16/2007
10. Customize Scribe for use at Troy.	EPA	03/23/2007
11. Modify eForm Transaction software for use at Troy.	VOLPE	04/06/2007
12. Develop tools to support Quality Assurance Protocols.	MT-DEQ	04/06/2007
13. Create tools to generate Access Agreement Forms and Sample Receipts.	MT-DEQ	04/06/2007
14. Develop Training and Reference Materials.	MT-DEQ	04/20/2007